

**Texas Historical Commission
Job Vacancy Notice**

Position Title:	THGC Executive Director
Classification Title:	Manager V
Job Posting Number:	18-46
Salary:	\$5,784.58 - \$7,000.00/Monthly
Salary Group/Class#:	B26/1604
FLSA:	Exempt
Opening Date:	02/23/2018
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	Texas Holocaust and Genocide Commission (THGC) 1711 San Jacinto, Austin, TX. 78701

The mission of the Texas Holocaust and Genocide Commission (THGC) is to promote awareness and understanding of the Holocaust and other genocides in the world. Since its founding in 2009 by Senate Bill 482, the THGC has dedicated its resources, energy, and expertise to the education of teachers and students to better recognize and acknowledge the consequences of hatred, bigotry, and apathy. This commission was created to reaffirm the commitment of the State of Texas and its citizens to choose right over wrong, good over evil, and through those choices to continue the fight against malevolent forces that would perpetrate genocides and make us question our own humanity. Through education and engagement, the THGC seeks to remind the public of its collective responsibility in not only preventing, but ending once and for all this type of human cruelty.

JOB OBJECTIVE: The Texas Holocaust and Genocide Commission (THGC) Executive Director performs senior-level managerial work administering the daily operations and activities of THGC. Work involves interacting and coordinating projects with a Chairman and fifteen (15) highly engaged Governor-appointed Commissioners, establishing goals and objectives; developing guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating THGC activities; developing and evaluating budget requests; and monitoring budget expenditures. Plan, assign, and supervise the work of five (5) full-time employees. Work under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. At the direction of the Chairman, and in alignment with the agency's mission, provide day to day management, oversight and direction of operations and administration.
2. Plan, assign and supervise the work of five (5) THGC employees.
3. Establish goals and objectives; develop and approve schedules, priorities, and standards for achieving goals; and manage evaluation activities.
4. Maintain a productive, team-oriented work atmosphere by staying involved in the daily functions of the commission. Communicate with dignity and respect and set a good personal example for the staff to develop professionally.
5. Interact and coordinate projects with THGC Commissioners, as needed.
6. Coordinate and manage THGC quarterly meetings.
7. Coordinate with the Friends of the Texas Holocaust and Genocide Commission in their efforts to raise funds to support commission projects and programs.
8. Oversee recruiting, hiring, training and performance evaluation for the division.

9. Develop and implement techniques for evaluating program activities.
10. Provide direction, guidance and assistance in program area(s).
11. Identify the need to revise program area(s).
12. Recommend changes in the allocation of funds and personnel, as appropriate, to meet long-range program needs and to implement the priorities set by Commission.
13. Assist staff in their day-to-day operations. Address programmatic issues as they arise.
14. Review and as necessary develop guidelines, procedures, rules, and regulations; and monitor compliance.
15. Plan, develop, implement, coordinate, monitor and evaluate policies and procedures.
16. Develop, review, monitor and approves Commission budget.
17. Represent the Commission at meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels and committees.
18. Work with the THGC Communication and Education Specialist to develop innovative strategies for marketing to increase public awareness of division programs, including events, publications, and social media.
19. Adhere to established work schedule with regular attendance.
20. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

21. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university with a degree in history, communications, business or a closely related field;
- Minimum five years' work experience in overseeing complex projects and/or programs;
- Demonstrated work experience in supervising or leading a team to successfully achieve results, including experience establishing organizational and employee goals and expectations;
- Experience conducting employee coaching and counseling, and managing operational and employee performance;
- Experience making presentations to groups, communities and executive level staff;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

PREFER:

- Experience with administrative best practices including Human Resources, procurement and project management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent leadership, management and strategic planning skills;
- Effective verbal and written communication, human relations, interpersonal and organizational skills;
- Effective critical thinking skills;
- Knowledge of Holocaust and genocide related topics;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to establish and maintain successful working relationships with the Commission and staff and representatives from outside entities;
- Ability to handle situations with sensitivity, tact and diplomacy;
- Ability to establish program goals and objectives that support commission initiatives;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;

- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: This position is housed in a state building next to the agency's headquarters near the State Capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Applicants must be willing to travel and overnight travel is often required. This position attends and sometimes presents at conferences, meetings and workshops, requiring evening and weekend work hours. Travel typically requires driving, although some air travel is also expected.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER